NSHS ESC MEETING MINUTES for 1 February 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

- 1. Review red line processes
- 2. Flow chart Internal Audits

Lead Auditor

meeting

Set agenda for next

Open action items

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker,

LCDR Kennedy, LT Leonard, MR

TIME:

FROM: 08:30 TO: 1100

Kirkbride	MEMBERS PRESENT	MEMDEDONO	T DDECENT
WIEWIDERS FRESENT		MEMBERS NOT PRESENT	
CAPT Wynkoop • CDR Bryson		CAPT Miller	
 CAPT Younger 	HM1 Silva	CAPT Welbourn	
 CDR Luke 	• CDR Whalen (Adhoc)	HMCM Castillo	
 CDR Hearin 	• CDR Baker (Adhoc)	MR Behnke	
• LT Miller	• LCDR Kennedy (Adhoc)	• LT Leonard (Adhoc)	
MR Dumbeck	Mr. Kirkbride (Adhoc)		
AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and	The CO opened the meeting with a review of the	CAPT Wynkoop	
review of agenda	agenda and ESC minutes of 25 January 2001		
Quality Manual	The XO recommended that the ESC table the Quality Manual review for two weeks so the members could have more time to review and red line. Everyone was in agreement.	CAPT Younger	
Red line review of Corrective and Preventive Action Process	A red line review of the Corrective and Preventive Action Process (D4) was completed and will be reviewed again in two weeks.	CDR Whalen	
Red-line review of Document Control Process	A red line review of the Document Control Process (D4) was completed and will be reviewed again in two weeks.	CDR Whalen	

The ESC approved the selection of CDR Whalen and

CDR Baker as Lead Auditors for ISO 9001-2000

Next scheduled ESC meeting is 8 February 2001

and ask for volunteers for the position of CAA.

Action Item ISO-IT was tasked to contact Directors

ESC members

ESC members

ISO-IT